MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

AP QUOTA VEHICLES

APPROVAL PERMIT APPLICATION SYSTEM

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By

MITI

Oct 2008
Version 2.1

A. INTRODUCTION

A.1 Overview

Approval Permit Application System is a system that provide these functions to users:-

- To computerizes and further improves AP application processing efficiency
- To facilitates users in applying for AP application.
- To promote paperless environment

A.2 Objective

The objectives of Approval Permit Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A.3 System Benefit

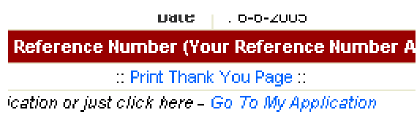
The benefits that user can get from Approval Permit Application system is:-

- To allow applicant to apply AP thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

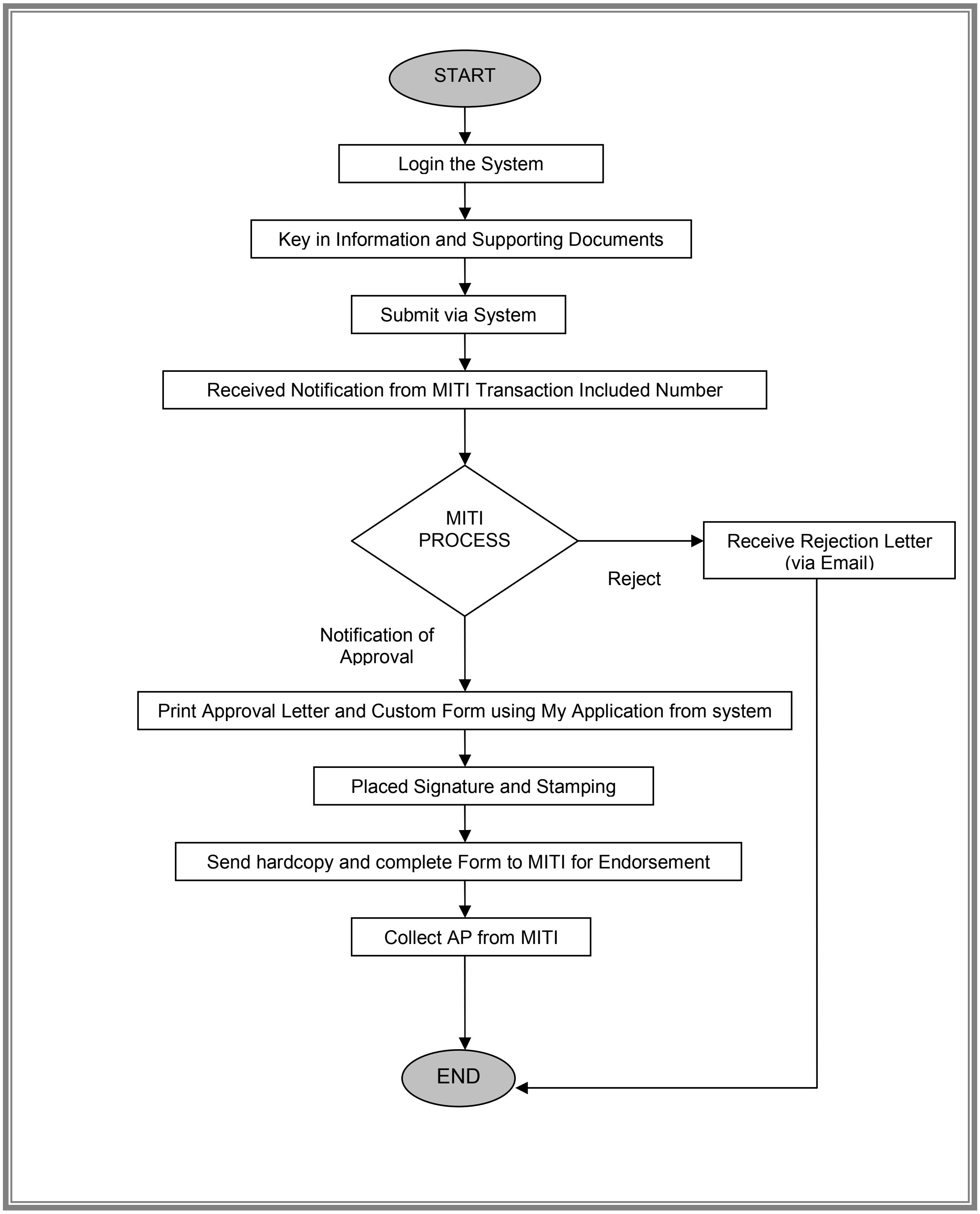
A.4 Common Fields and Definitions

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	• This Field requires the user to key in the necessary information based on its label • Examples of usage :  • Input Field with Asterisk (*) is mandatory field.
Radio Button	• This field requires the user either to select for enabling it

Field	Description
	or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. • Example of usage : 
Check box	• Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage : 
Dropdown List	• This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. • Example of usage : 
Hyperlink	• The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	• This Icon  is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A.5 Process Flow Diagram



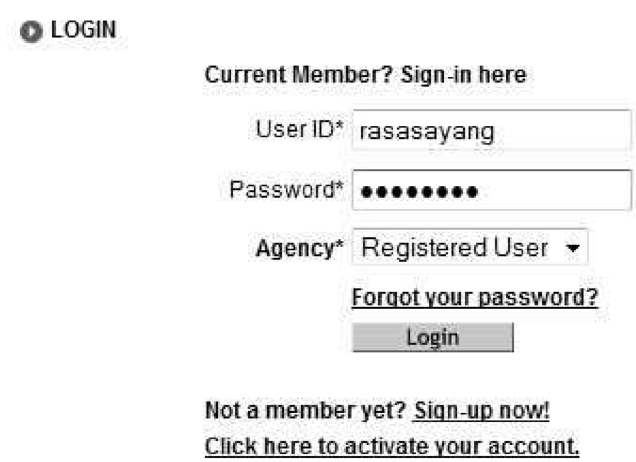
Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

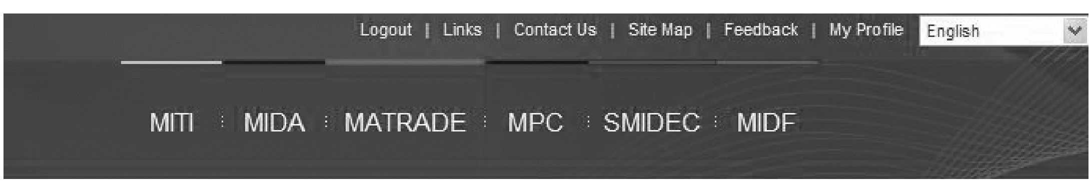
1. Go to http://www.miti.gov.my
2. Click on the login link to login to EKP.



3. Fill-in your User ID and Password and select Registered User as your Agency. Click Login.



4. Once logged in, you will be redirected to a dashboard called My Office.
5. You should change your password the first time you logged in. To change password, click on My Profile.



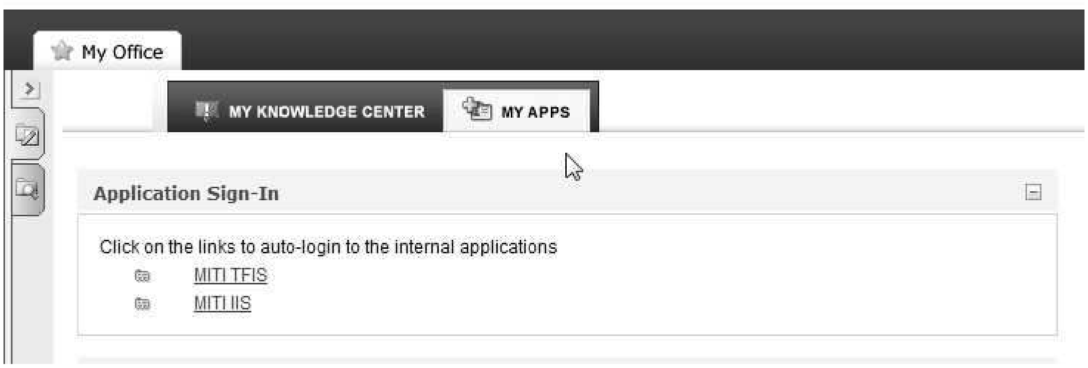
6. Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.



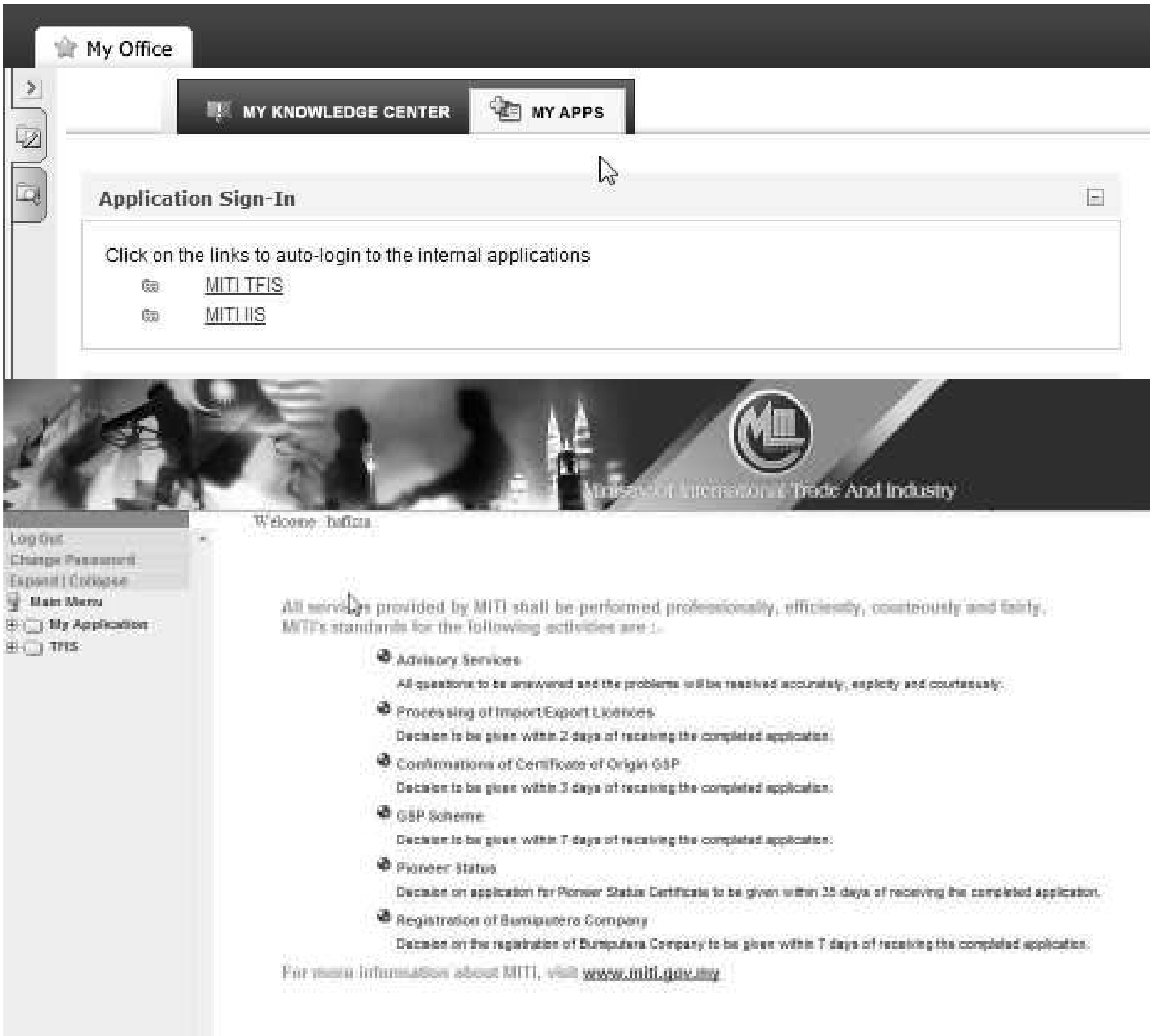
7. In My Office dashboard, click on My Apps to access MITIIS.



8. In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.



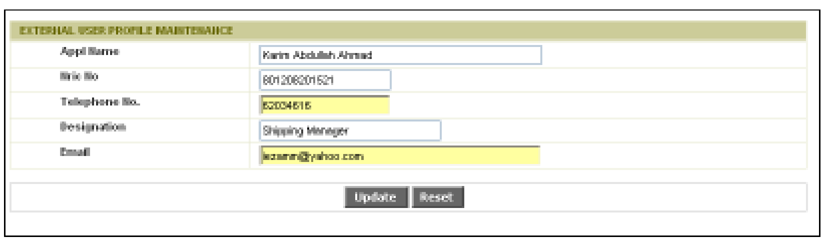
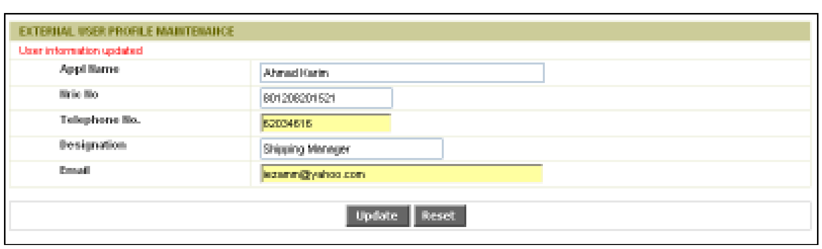
9. The process will be continued with a pop up window from MITI Internal Application.



A.5.1 UPDATE PROFILE

Below are the step-by-step instructions for user to follow in order to update their profile.

Steps

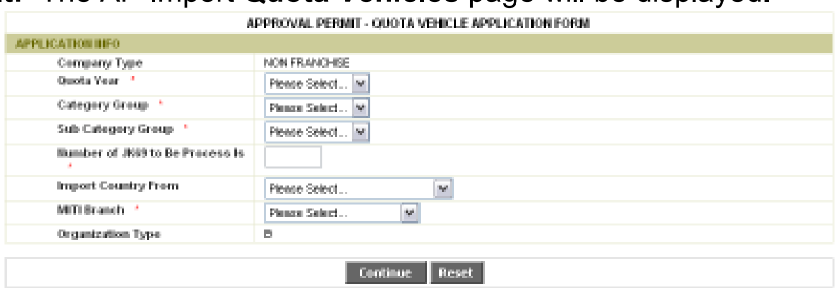
Step	Action
1.	From the user's page, click at the **Setting menu** at the top right of the page. **Result: Setting page** will be displayed.  **Figure A.5.1-1 : User's Main Page**
2.	Click at the update profile hyperlink. **Result**: External user profile maintenance page will be displayed.  **Figure A.5.1-2 : External user profile maintenance page**
3.	Enter information need to be update. Click button **Update** to save changes. **Result**: External user profile maintenance result page will be displayed.  **Figure A.5.1-3 : External user profile maintenance result page**

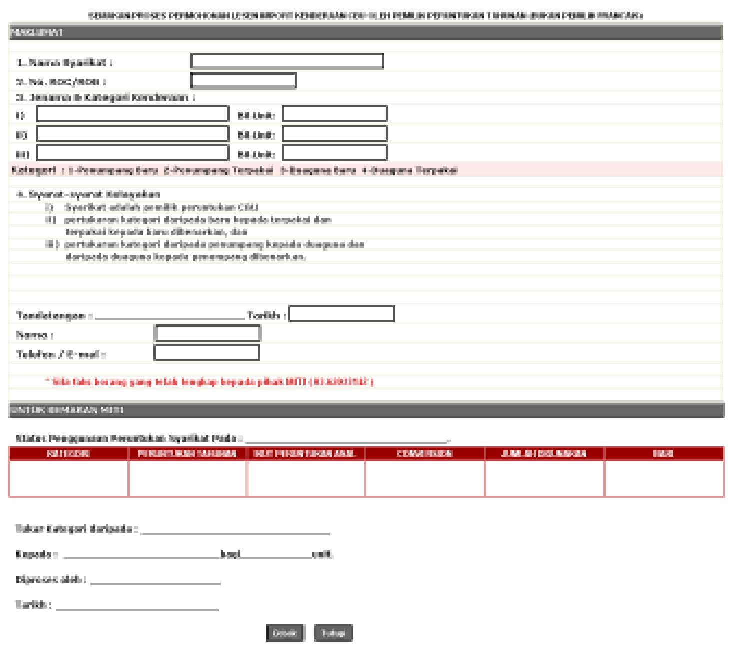
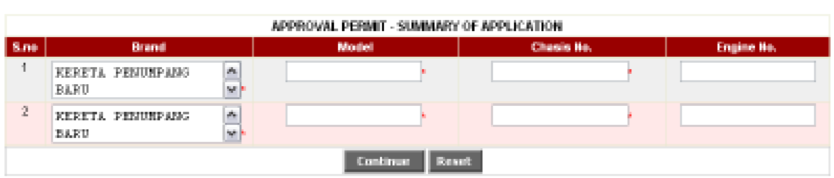
A.6 AP IMPORT (QUOTA VEHICLES)

A.6.1 WEB APPLICATION

Below is the step-by-step instruction for user to follow in order to process **AP (Quota Vehicles)** on web application**.**

Steps

Step	Action
1.	From main page menu click on **TFIS – Import – Franchise Quota Vehicles or Non Franchise Quota Vehicles – Web Application.** **Result:** The AP Import **Quota Vehicles** page will be displayed**.**  **Figure A.6.1-1 : User's TFIS Menu Page**
2.	Fill in **Quota Vehicles** category information. • **Quota Year** – select from drop down list. • **Category Group** - Select from dropdown list. • **Sub Category Group**– select from dropdown list. • **Number of JK69 to Be Processed Is** • **Import Country From -** select from drop down list • **MITI Branch** - select from drop down list The Asterisk (*) represent for mandatory field to be filled up. Click on [Continue] button. **Result: Summary Of Application form** page will be displayed. **Note:** If click on [Continue] button and then pop up dialog box

Step	Action
	Insufficient Quota balance, please click on ***conversion form*** link menu. **Result: *Semakan Proses Permohonan Lesen Import Kenderaan CBU Oleh Pemilik Peruntukan Tahunan*** form page will be displayed. Please enter in all the data and then print the form, After that send back to **MITI** at fax no**. 03 62033142**. User can proceed to apply after get feedback from MITI Officer.  **Figure A.6.1-2 : Conversion Form** The **Summary Of Application** list is depending to how many Number of Form JK69 to be processed  **Figure A.6.1-3 : Summary of Application**
3.	• Fill in **Quota Vehicles column** information. • **Model** • **Chassis number** • **Engine Number**

Step	Action
	The Asterisk (*) represent for mandatory field to be filled up. • Click on  button. • **Result: Quota Vehicles JK-69 Information** form page will be displayed.

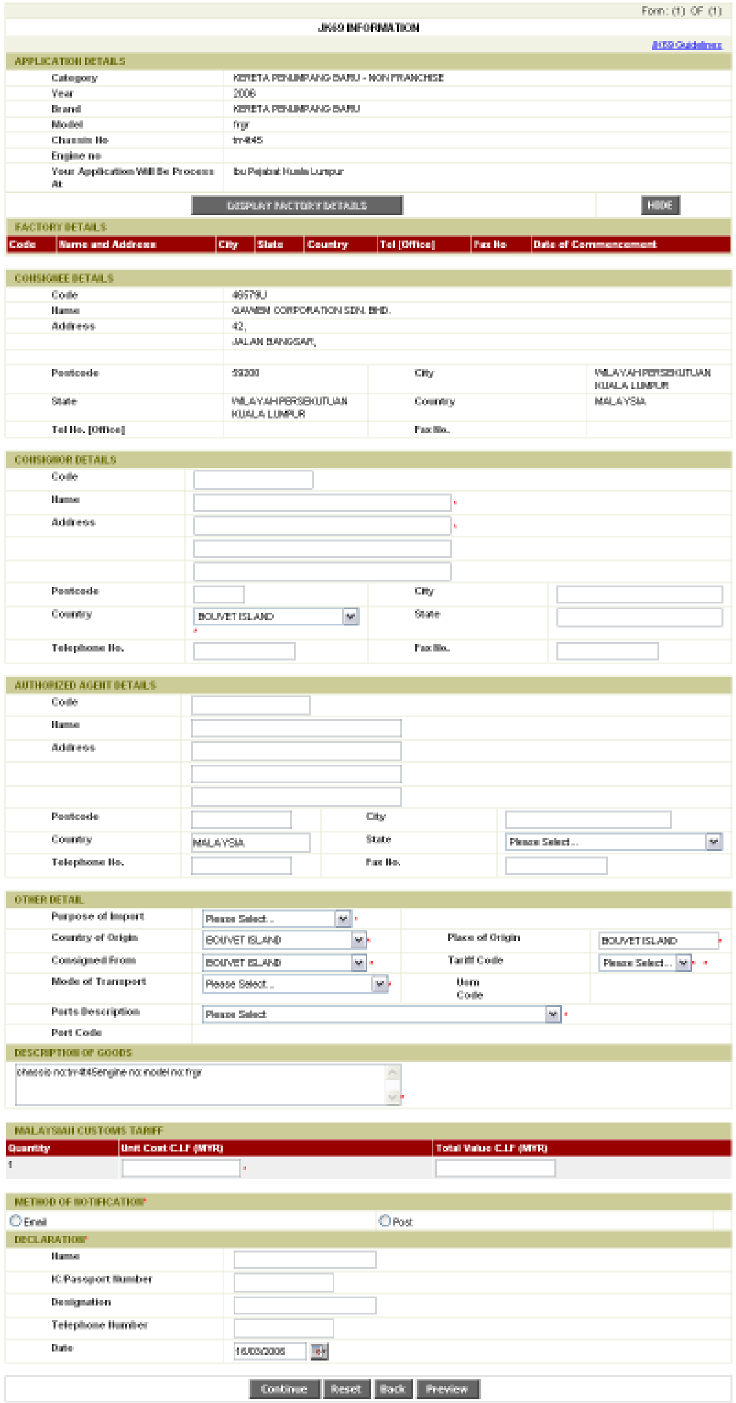
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>


Figure A.6.1-4 : Other Goods Application Form
</td></tr>
<tr><td></td><td>If user wants to refer JK69 form Guideline, Click JK69 Guideline link.
Result: Form JK 69 will be displayed with instruction.</td></tr>
</table>

Step	Action
	

Figure A.6.1-5 : JK69 Guidelines

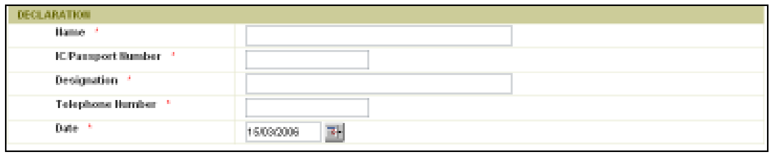
On Application Details

If	Action
Display Factory Details	• Click on DISPLAY button • **Result**: **Factory Details** will be displayed on table be (If any).
Hide	• click HIDE button • **Result: Factory Details** for year previous will be hidden

Step	Action
6.	Fill in data from **Consignor Details** • **Code –** ROC/ROB number • **Name** • **Address** • **Postcode** • **City** • **Country –** select from dropdown list • **State** • **Telephone No.** • **Fax Number** The Asterisk (*) represent for mandatory field to be filled up.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>Fill in required data from Authorized Agent Details
Code – ROC/ROB number
Name
Address
Postcode
City
State – select from dropdown list
Telephone No.
Fax Number
The Asterisk (*) represent for mandatory field to be filled up.</td></tr>
<tr><td>8.</td><td>Fill in required data from Others Details field.
Purpose of Import – Select from dropdown list
Country of Origin - Select from dropdown list
Place of Origin - Select from dropdown list
Consigned From - Select from dropdown list
Tariff Code – Select from dropdown list
Mode of Transport - Select from dropdown list
Port Description – Select from dropdown list</td></tr>
<tr><td>9</td><td>Fill in required information from Malaysian Custom Tariff column.
Unit Cost C.I.F (MYR)
Total Value C.I.F (MYR) - Auto</td></tr>
<tr><td>10.</td><td>Select button bellow.<table><tr><th>If to</th><th>Action</th></tr><tr><td>Continue next page</td><td>Click on [Continue] button to continue the next page.
If apply more than 1 JK, next new JK form will be displayed. Repeat the same step until the last JK.
At the last JK please key in method of Notification.

Figure A.6.1-6 : Method of notification</td></tr></table></td></tr>
</table>

Step		Action
		• Key in on Declaration Field. ○ **Name** ○ **IC / Passport Number** ○ **Designation** ○ **Telephone Number** ○ **Date** – Click on Calendar button  **Figure A.6.1-7 : Declaration** • Click on Continue button • **Result: Supporting Documents** page will be displayed.
	Preview details	• Click on Preview button. • **Result**: Page will display all the entered details. • At preview page, click on Print button to print preview page or click on Back to go to previous page.
	Reset data	• Click on Reset button. • **Result :** The data that user key in will reset
	Go to previous page	• Click on Back button
11.	If continue to next page, **Supporting Documents** page will be displayed.	

Step	Action
	 **Figure A.6.1-8 : Supporting Documents Page**

If	Supporting Document
AP Franchise	• Bill of Lading. • Packing List.
AP Non Franchise	• Bill of Lading.

Click on  button to browse file located in your PC. Supporting document is compulsory.

If user wants to clear all the supporting documents, click on  button.

Click on the check box with red text for declaration and then click at  button.

Result: Thank you page with **Application Reference Number** will be displayed.

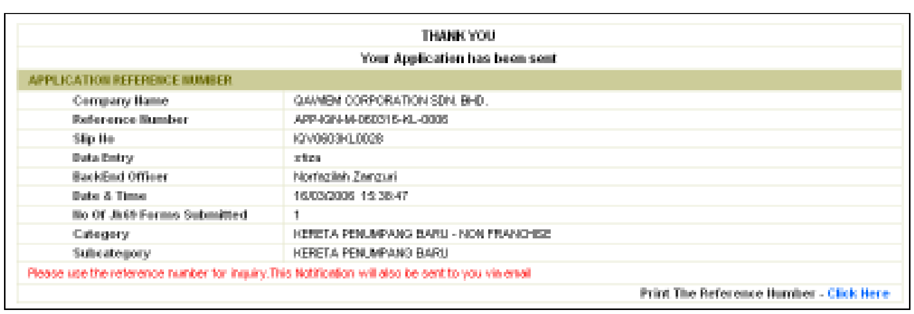
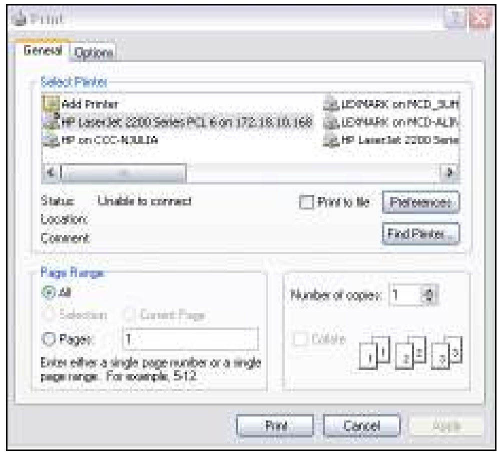


Figure A.6.1-9 : Thank You Page

12.	To print the reference number, click on Print the reference Number – **Click**

Step	Action
	here link. **Result: Print Dialog Page** will be displayed. Select printer and then click on print button to print.  **Figure A.6.1-10 : Thank You Page**

A.6.2 APPLICATION MYAPPS

Application **MyApps** provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>From User Main page click on Expand menu.
Result: The folder tree will be expanded.

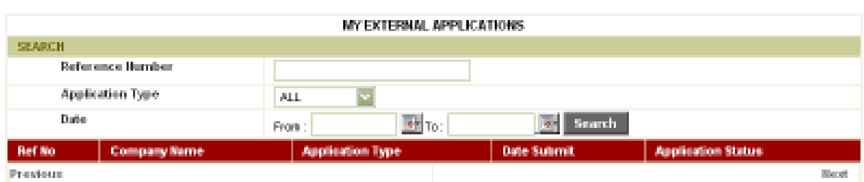

Figure A.6.2-1 : User's main page</td></tr>
<tr><td>2.</td><td>Click on the Applicant Myapps menu under User folder.
Result: My External Applications with Application Applicant previous successful transactions will be displayed.


Figure A.6.2-2 : My Internal Applications page</td></tr>
<tr><td>3.</td><td>To search for a specific transaction, select the type of searching in the Search By drop down list and key in the appropriate value which are:
• Reference Number – Refer Appendix A
• Application Type</td></tr>
</table>

Step	Action
	• **Date** – key in date of transaction (dd/mm/yyyy format)

Result: The Application that user applies will be displayed.

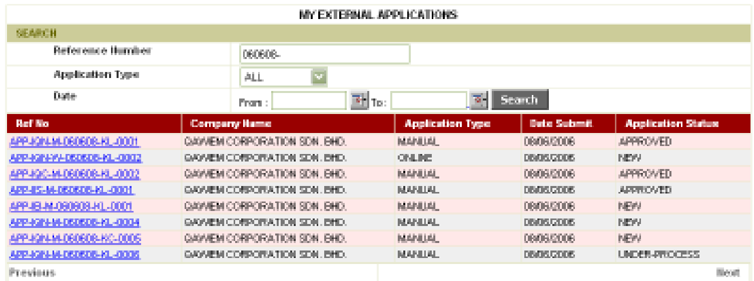


Figure A.6.2-3 : My External Application Result page

4. Click on the **reference number** to view the application details.

Result: AP Application Preview will be displayed.

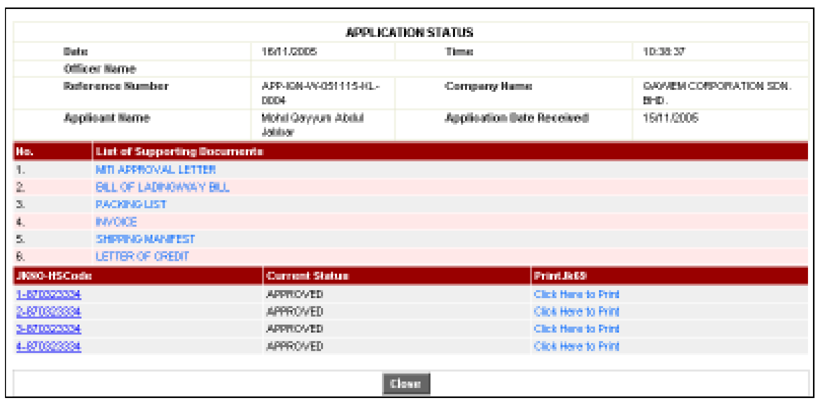


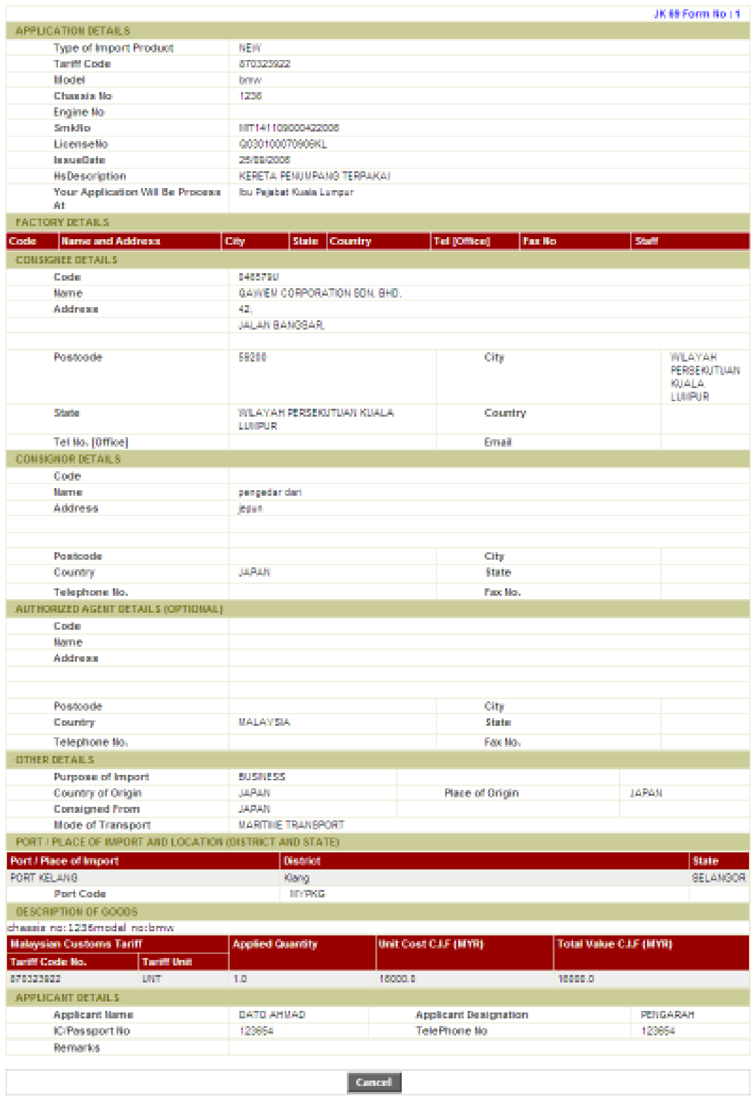
Figure A.6.2-4 : AP Application for preview.

5. Check at Application Status, The status will be

Status	Action to take
New	-
Under Process	-
Query – Under Process	Refer on '**View Query Information'**
Rejected	-
Approve and ready to printing	Print the form – Click on '***click to print jk69'***
Approve and not ready to printing	-

6. If user wants to print Approval Letter, Click **Print Page** button.

Step	Action
	Result: The page will print.
7.	If user wants to view supporting document click on supporting document link menu. **Result: Supporting document** will be displayed.
8.	If user wants to view Application Detail, click on JK No -HS Code link menu. **Result: Application Details** will be displayed.



JK 69 Form No : 1

APPLICATION DETAILS

Type of Import Product	NEW
Tariff Code	870323922
Model	bmw
Chassis No	1236
Engine No	
SmkNo	MIT141109000422006
LicenseNo	Q03010007090 6KL
IssueDate	25/09/2006
HsDescription	KERETA PENUMPANG TERPAKAI
Your Application Will Be Process At	Ibu Pejabat Kuala Lumpur

FACTORY DETAILS

Code	Name and Address	City	State	Country	Tel (Office)	Fax No	Staff

CONSIGNEE DETAILS

Code	0465790		
Name	GAWEM CORPORATION SDN. BHD.		
Address	42, JALAN BANGSAR,		
Postcode	59200	City	WILAYAH PERSEKUTUAN KUALA LUMPUR
State	WILAYAH PERSEKUTUAN KUALA LUMPUR	Country	
Tel No. (Office)		Email	

CONSIGNOR DETAILS

Code			
Name	pengedar dari		
Address	jepun		
Postcode		City	
Country	JAPAN	State	
Telephone No.		Fax No.	

AUTHORIZED AGENT DETAILS (OPTIONAL)

Code			
Name			
Address			
Postcode		City	
Country	MALAYSIA	State	
Telephone No.		Fax No.	

OTHER DETAILS

Purpose of Import	BUSINESS		
Country of Origin	JAPAN	Place of Origin	JAPAN
Consigned From	JAPAN		
Mode of Transport	MARITIME TRANSPORT		

PORT / PLACE OF IMPORT AND LOCATION (DISTRICT AND STATE)

Port / Place of Import	District	State
PORT KELANG	Klang	SELANGOR
Port Code	MYPKG	

DESCRIPTION OF GOODS

chassis no:1236model no:bmw

Malaysian Customs Tariff		Applied Quantity	Unit Cost C.I.F (MYR)	Total Value C.I.F (MYR)
Tariff Code No.	Tariff Unit			
870323922	UNIT	1.0	16000.0	16000.0

APPLICANT DETAILS

Applicant Name	DATO AHMAD	Applicant Designation	PENGARAH
IC/Passport No	123654	TelePhone No	123654
Remarks			

Cancel

Figure A.6.2-5 : Application Details

Step	Action
9.	If user wants to print the form JK69 click on '***click to print jk69'***.

Step	Action
	Result: Data Form JK69 on PDF format will be displayed and ready to print.

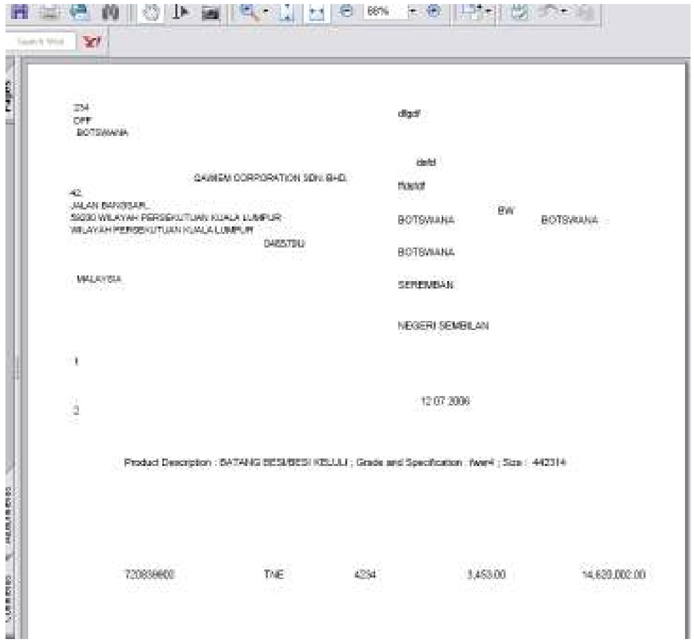


Figure A.6.2-6 Data Form JK69 on PDF Format

A.7 APPENDIX A

1. Reference for Transaction Number

APP-EK2-W-051228-KL-0005

a b c d e f

SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

I P V 0 5 0 6 K C 0 0 0 1

a b c d e

SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

A.8 APPENDIX B

BASIC REQUIREMENTS TO PROCESS APPLICATION

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"
2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

A.9 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512 Kbps or higher)
- Internet browser (Internet Explorer)
- Printer (to print letter)
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants. transaction type

Feedback and Contact Information

Helpdesk
- 03-62034625
- 03-62000417
- 03-62000432

Email
- apbpm@miti.gov.my

For more information, visit

http://www.miti.gov.my

A.10 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	**M**inistry Of **I**nternational **T**rade And **I**ndustry
MITIIS	**M**ITI **I**ntegrated **T**rade and **I**ndustry **I**nformation **S**ystem
TFIS	**T**rade **F**acilitation **I**nformation **S**ystem
IIS	**I**ndustry **I**nformation **S**ystem
CO	**C**ertificate of **O**rigin
AP	**A**pproved **P**ermit
CA	**C**ost **A**nalysis
GSP	**G**eneralized **S**ystem of **P**references
CEPT	**C**ommon **E**ffective **P**referential **T**ariff

CONTACT PERSON (IT)

NAME : CHE ASLINALIZA CHE AHMED
PHONE NO. : 62034625
EMAIL : aslina@miti.gov.my

NAME : SARLIZA MD ISA
PHONE NO. : 62000417
EMAIL : sarliza@miti.gov.my

NAME : KAVITA SEKARAN
PHONE NO. : 62000432
EMAIL : kavita@miti.gov.my